

FAQ

What is a chosen first name?

A chosen first name is the name a person uses to identify themselves. It is different from their legal first name or the name given at birth.

What is a legal first name?

A legal first name is the first name assigned to a person at birth or recognized by the Registrar of Civil Status. This legal first name will continue to be used when necessary, including on all official documents and records such as diplomas and certificates, and financial documents such as tax statements.

Any information provided to official bodies or external organizations must use the legal first name.

Who can request the use of a chosen first name?

Any student enrolled at LaSalle College.

When will my chosen name be used?

The chosen first name will be used in all communications and interactions at the College, as well as on unofficial documents, while the legal first name** will continue to be used on official documentation and government procedures.

The chosen first name will be used:

- In the Office 365 environment (institutional email) and Omnivox
- In communications, documents and interactions in classes and with administration that don't require the use of the legal name
- On student ID cards (you'll need to request this change)
- On disciplinary warnings and expulsion notices

The legal first name will be used:

- On admissions requests and notices
- On academic equivalence requests
- On academic transcripts
- On enrollment certification requests
- On internship contracts
- On graduation certificates
- On diplomas
- On attestations for the Opus card
- On student commitment recognitions

Is there a deadline to request the use of a chosen name?

No. You can submit the request for a chosen first name at any time.

Can I use any chosen name I want?

No. The College reserves the right to refuse any requests. Your request may be refused if your chosen first name:

- Is ridiculous, rude or pejorative
- Uses a fictional brand or character
- Promotes violence or uses offensive language
- Is deemed inappropriate

May I request a chosen last name?

No. Only requests for a chosen first name are accepted.

How soon will a chosen name request be processed?

You will receive an approval or refusal within 72 working hours via MIO.

Can I cancel or change my chosen name?

Yes. You can cancel or change your chosen first name at any time by completing the chosen first name request form.

For how long is my chosen name valid?

Your chosen first name will be used until you submit a cancellation or change request.